SPECIAL AUDIT.

PENSION.

To—Deputy Commissioners and all Heads of Departments.

Service Books of Non-Gazetted Officers.

Circular No. 2019—*P. & A.* 989, *dated* 20*th June* 1903.

MAINTENANCE OF RECORD.

Adverting to Government Proceedings No. 1311-50—P. & A. 1216, dated 18th March 1903, directing that Service Books be properly checked and brought up to date at once in accordance with the Codal Rules; has the honor to request that Heads of Departments and Districts, will be so good as to see that a clerk in each office is entrusted with the preparation and maintenance of Service Books, who should be held responsible for their correctness and completeness. He should note in each Service Book every change in the order of its occurrence and after the entry has been duly verified by reference to Departmental orders, pay bills, leave statements, or other official documents, he should have it attested by the head of the office, and should see that—

(*a*) the date of birth by the Christian era is recorded;
(*b*) the dates of commencement and termination of service in an appointment with the rate of pay are correctly noted;
(*c*) suspensions, degradations, dismissal, or removal from service on account of misconduct or inefficiency, are duly noted with a brief note of explanation (Article 437 (*b*) Mysore Service Regulations);
(*d*) all incidents in service such as promotion, transfer, degradation, &c., are duly entered;
(*e*) the deputation of an officer to temporary appointment, if any, under Article 244 is duly noted in the proper column;
(*f*) all erasures or interpolations are duly initialled by the head of the office; and
(*g*) the necessary signatures of the several officers are obtained in the proper columns.

When an officer is transferred, whether permanently or temporarily, from one office to another, the necessary entry showing the nature and reason of the transfer, should be made in his Service Book in the office from which the officer is transferred, and the book after being attested by the head of that office, should be transmitted to the head of the office to which the officer has been transferred.

ANNUAL VERIFICATION.

The Service Books in each office should be taken up for verification on or before 1st July of every year by the head of the office, who after satisfying himself that the services of the officer concerned are correctly recorded in his Service Book in conformity with the above instructions, should record therein a certificate to the effect that the entries therein made have been duly verified and found correct.

The head of the office in recording the annual certificate of verification, should, in the case of any portion of service that cannot be verified from office records, distinctly state that for the excepted periods (naming them) a statement of services in writing taken from the officer concerned, supported by his contemporaries' evidence is attached to the book. The Deputy and Assistant Commissioners should make it convenient, either during the jamabandi, or when on tour in their taluks, to inspect the Service Books kept in the Taluk Cutcherries in their Divisions, and to see that they are maintained and completed up to date, and take due notice of any instance of neglect or omission.

RECORD OF LEAVE.

Leave of all kinds (except casual) should be recorded in detail by the official entrusted with the preparation of the pay-bill of the establishment, and the entries verified and tested by the head of the office.

Special attention is invited to the report and certificate referred to in para 3 of this office Circular No. 2016—978, dated 18th June 1903, calling for the Annual Return of establishment for 1st July 1903 and to para 5 of the Government Proceedings quoted above.

NON-GAZETTED POLICE SERVICE.

In the case of Police officers whose pay is below Rs. 10 a Service Roll in English shall be kept up for each district by the District Superintendent of Police, in which shall be recorded the date of the enrolment of each man in the Constabulary; his caste, tribe, village, age, height, and marks of identification when enrolled, his rank, promotion, reduction or other punishment; his absences from duty, on leave or without leave; the interruption in his service and every other incident in his service which may involve forfeiture of portions of his service, or affect the amount of his pension or gratuity.

The Roll shall be checked by the Vernacular Roll and order Book and the Punishment Register, and every entry in it shall be signed by the District Superintendent of Police.

From this Roll the necessary statement of service of every applicant for pension shall be prepared, additional proofs being collected as prescribed in Article 470, in respect of any service rendered before enrolment in the Constabulary which the applicant may be entitled to count.

SALARIES OF OFFICIALS OF RS. 100 AND ABOVE NOT TO BE PAID BY TREASURIES UNLESS AUTHORIZED BY COMPTROLLER'S OFFICE.

To—The Deputy Commissioners, Treasury Department, of Districts.

Circular No. 2021, *dated* 1*st July* 1903.

The Comptroller of Mysore has the honor to invite the attention of Deputy Commissioners, Treasury Department, to the orders of the Government of His Highness the Maharaja of Mysore, No. 17108-47—Mis. 2647, dated 1st June 1903, directing that all appointments and promotions involving a salary of Rs. 100 and above per mensem should be reported to Government for sanction and to direct that, in future, the Treasuries (District and Taluk) should not admit new claims for salaries for the amount fixed in the Government order without the previous authority of this office which will be communicated on receipt of Government sanctions, to the Treasuries concerned by means of a *printed* salary intimation docket.

To facilitate work of watching new salary payments, a register in a form somewhat similar to that maintained in the Treasury for Gazetted Officers, should at once be opened in which a complete list of all the officers of the district drawing salaries of Rs. 100 and above and subsequent alterations and additions should be recorded. A copy of this list showing the dates on which they were appointed to the present grade, may be sent to this office for purposes of audit.

To—The Deputy Commissioners, Treasury Departments and the Heads of Departments.

Circular No. 2022—41, *dated* 8—13*th July* 1903.

In continuation of this office Circular No. 2011, dated 3—15th April 1903, prescribing rules for payment to Taluk establishments, the Comptroller has the honor to request that the procedure mentioned in para 2 of the Circular may be observed for payments to Muzrai Institutions also.

E. R. SUBROYER, *Comptroller.*

EDUCATION DEPARTMENT.

Notification D. No. 4 *of* 7*th July* 1903.

The Deputy Amildar of Alur is appointed *Ex-officio* President of the Hindustani Girls' School at Alur, in place of Mr. Mir Khasim Ali, Sub-Registrar, transferred.

H. J. BHABHA, *Inspr. Gen. of Education.*

JUDICIAL DEPARTMENT.

IN THE CHIEF COURT OF MYSORE AT BANGALORE.

CIVIL SIDE.

Rule of Practice No. 113, *dated* 19*th June* 1903.

The Chief Court has made the following Rules for the guidance of Courts in the matter of refund of Court fees under Sections 10, 11 and 12 of the Mysore Court Fees Regulation, III of 1900, and of half the institution fee under Section 17A of the Mysore Civil Courts Regulation, II of 1898 :—

1. Every Court shall maintain a Register in the accompanying form, and the orders granting the refund should be entered therein, as soon as they are passed under the initials of the presiding officer.

2. The order to the Treasury for the refund of stamps should be prepared in duplicate in the annexed form, and the presiding officer should satisfy himself as to the *bond fides* of the claim by reference to the entry in the Register mentioned above, before signing the cheque, and affix his initials in the Register in the appropriate column. The signature of the party receiving the order should be taken on the back of the counterfoil, and the order delivered in the presence of the presiding officer unless the recipient is an Advocate or Pleader.

3. A statement should be prepared at the close of every month of the refund orders issued during the month, from the counterfoils of the refund cheques, and sent to the Treasury Officer for his information and return with the note of payment against each order.